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25X1A

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REGULATION
NO

PERSONNEL

RECRUITMENT

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1. POLICY

- a. Recruitment for this Agency is based on anticipated requirements as developed by the Career Services and approved by the Director of Personnel.
 - (1) Whenever possible, positions will be filled by reassignment within the Agency. Recruitment will be directed toward meeting anticipated requirements in excess of personnel on duty.
 - (2) Where assignment of a new employee is based on an approved anticipated need for personnel, temporary exception to ceiling restrictions may be authorized pending absorption of the excess by attrition or other appropriate means.
- b. The Agency will recruit the best qualified people without regard to race, color, religion or national origin.
- c. Draft eligibility will be no deterrent to employment. Basic military training is considered an asset to any one who plans to make a career with the Agency. Candidates will be informed that Agency personnel are encouraged to fulfill their military obligation with their contemporaries, and that provision is made for military furlough as necessary.

2. RESPONSIBILITIES

a. DIRECTOR OF PERSONNEL

The Director of Personnel is responsible for recruitment in the United States, and will insure that Agency employment standards are maintained.

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b. CAREER SERVICES

The individual Career Services are responsible for defining the anticipated personnel requirements which must be filled by recruitment outside the Agency and for giving professional assistance to the staff of the Office of Personnel as required. The Career Services are also responsible for making the initial assignment and arranging the formal and on-the-job training of newly recruited personnel.

3. PROCEDURES

The individual Career Services will develop and forward to the Director of Personnel quarterly statements of anticipated personnel requirements by grade level, category and type, with detailed specifications for use in recruitment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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